

Agenda

PENSION FUND BOARD

Date: Wednesday 19 July 2017
Time: 10.00 am
Venue: Mezzanine Room 2, County Hall, Aylesbury

Agenda Item	Page No
1 APOLOGIES/DECLARATIONS OF INTEREST/MINUTES To note any apologies for absence, disclose any personal or disclosable pecuniary interests and agree the minutes of the Pension Fund Board held on 16 March 2017 as an accurate record.	5 - 12
2 MINUTES OF PENSION FUND COMMITTEE Minutes attached from the meetings held on 6 March, 22 March and 31 May 2017(not approved by Pension Fund Committee until 27 July 2017) attached.	13 - 26
3 BCC PENSION FUND EMPLOYER NEWSLETTERS - MARCH 2017 AND JUNE 2017 To be presented by Cheryl Platts.	27 - 28
4 REVIEW OF BUCKINGHAMSHIRE PENSION BOARD POLICIES To be presented by Claire Lewis-Smith.	29 - 50
5 ANNUAL REVIEW OF BUCKINGHAMSHIRE PENSION BOARD To be presented by Claire Lewis-Smith.	51 - 54
6 ANNUAL BENEFITS STATEMENTS - ADMINISTRATION YEAR END UPDATE To be presented by Claire Lewis-Smith.	55 - 56
7 PENSIONS 'ONLINE' UPDATE To be presented by Steve Lugg.	57 - 60
8 ADMINISTRATION PERFORMANCE STATISTICS To be presented by Chris Thompson.	61 - 66

9	FORWARD PLAN To be presented by Claire Lewis-Smith.	67 - 68
10	EXCLUSION OF THE PRESS AND PUBLIC To resolve to exclude the press and public as the following item is exempt by virtue of Paragraph 3 of Part 1 of Schedule 12a of the Local Government Act 1972 because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information)	
11	CONFIDENTIAL MINUTES PENSION FUND BOARD To agree the confidential minutes of the Pension Fund Board held on 16 March 2017 as an accurate record.	69 - 70
12	CONFIDENTIAL MINUTES OF THE PENSION FUND COMMITTEE Confidential minutes attached from the meetings held on 6 March, 22 March and 31 May 2017 (not approved by Pension Fund Committee until 27 July 2017) attached.	71 - 80
13	BRUNEL PENSION PARTNERSHIP UPDATE To be presented by Julie Edwards.	81 - 82
14	INVESTMENT STRATEGY STATEMENT To be presented by Mercer.	83 - 130
15	DATE OF NEXT MEETING/AOB 26 October 2016 at 2 p.m. in Mezzanine room 3, NCO, Aylesbury	

If you would like to attend a meeting, but need extra help to do so, for example because of a disability, please contact us as early as possible, so that we can try to put the right support in place.

For further information please contact: Kristi Bhanja on 01296 531024, email: kbhanja@bucksgov.uk

Members

Ms B Black
Mr R Bowman
Mr P Dearden
Ms R Ellis (VC)

Mr S Mason (C)
Mr J McGovern
Mr I Thompson

Minutes

PENSION FUND BOARD

MINUTES OF THE PENSION FUND BOARD HELD ON THURSDAY 16 MARCH 2017, IN LARGE DINING ROOM, JUDGES LODGINGS, AYLESBURY, COMMENCING AT 10.00 AM AND CONCLUDING AT 12.12 PM.

MEMBERS PRESENT

Mr P Dearden, Ms R Ellis (Vice-Chairman), Mr S Mason (Chairman), Mr J McGovern and Mr I Thompson

OFFICERS PRESENT

Ms J Edwards, Mrs C Lewis-Smith, Mrs C Platts, Mr M Preston and Ms S Price

1 APOLOGIES / DECLARATIONS OF INTEREST / MINUTES

Apologies had been received from Ms B Black, Mr R Bowman and Mr C Thompson.

There were no declarations of interest.

The minutes of the meeting held 26 October 2016 were agreed as an accurate record but Ms R Ellis requested that it be noted that in relation to Item 6 (Training Needs Analysis), the Chairman and Vice Chair had attended day one of a 3-day course.

2 MINUTES OF PENSION FUND COMMITTEE

The Board Members noted the minutes of the previous Pension Fund Committees (27 September, 9 November and 12 December 2016).

3 BCC PENSION FUND EMPLOYER NEWSLETTER - DECEMBER 2016

The Board noted the report and Mrs Cheryl Platts highlighted the following:

- The newsletter was issued quarterly and was the main form of communication with all Employing Authorities in the Fund. It covered relevant legislative information and changes as well as investment, administration and general updates.
- Since the publication of the newsletter in December 2016 the County Council had moved over to a corporate webpage template.



- Member Self-Service was launched in 2016 which allowed members of the scheme to view their pension information online. 30% of active membership was now registered.
- i-Connect was an online data exchange hub which would allow employers to submit pension data to the County Council. This would create greater operating efficiencies through automation of administration. The Chairman considered that a report on the progress of i-Connect would be useful at the next Board meeting.

Action: Mrs C Platts

- The Enterprise Act came into effect on 1 February 2017 which would allow the Government to implement an exit cap. Her Majesty's Treasury (HMT) will be consulting on this before introducing legislation.

RESOLVED

The Board NOTED the December 2016 issue of the BCC Pension Fund Employer newsletter.

4 SCHEME MEMBER AND EMPLOYER COMMUNICATIONS

The Board noted the report in the agenda pack and Mrs Cheryl Platts highlighted the following:

- The Buckinghamshire County Council Pension Fund communicated with members and employing authorities using various types of media.
- The Buckinghamshire County Council Pension Fund Communications Plan 2017/18 details the planned communications for the forthcoming year.
- Every opportunity had been given to members to register with the online system.
- Annual Benefits Statements would only be available online from 2018, however if members would rather continue to receive paper statements they would have to opt out of Member Self-Service.

RESOLVED

The Board NOTED the 2017/18 Communications Plan for the Buckinghamshire County Council Pension Fund.

5 PENSIONS ADMINISTRATION STRATEGY

The Board noted the report and Mrs Claire Lewis-Smith highlighted the following:

- The current Pensions Administration Strategy had been in place for 3 years. The Local Government Pension Scheme (LGPS) had 5.1 million members, 260 employers and 65,000 scheme members.
- Buckinghamshire County Council carried out training with scheme employers. Uptake on training had varied; some employers prefer annual training whilst others do not request regular training. There would not be a fee for training going forwards and a plan is in place to help employers with future training requirements.

- The charging for estimate requests that exceed two in a rolling year increased from £10 to £11.50.
- For employers that do not use i-Connect a new spreadsheet has been introduced which amalgamates required information. The spreadsheet used tick boxes that ensured mandatory data had been included. The information did not have to be submitted until the 19 of the month.
- Within 6 weeks of i-Connect action or receiving the spreadsheet, the statutory notification would be produced confirming the employee's pensionable status.
- There had been a change in one of the Additional Voluntary Contribution providers to Scottish Widows.
- The retirement section had been updated to clarify when pension strain actually applies.
- The leavers section had been updated to state when a leaver form would need to be completed.
- The Administration Strategy and Service Level Agreement documentation had been sent out for consultation. There had not been any additional information requested but there had been one employer that had stated it was satisfied with the documents. There had been concern from a couple of Parish Councils concerning the timing for response due to them requiring the information to be presented at their Full Council meetings.
- Contributions would be covered for the full term that a member would be on jury service.
- There had been issues with the secure email system which had resulted in some employers having to resubmit information. The issue had now been resolved and more staff members within the pensions department had access.
- There had been work planned to educate employers to avoid levy charges for poor performance.
- Milton Keynes payroll services would become part of the shared services with Northants. Mrs Lewis-Smith and Ms Price had already attended a meeting and would continue to meet with them on a quarterly basis.

RESOLVED

The Board NOTED the report.

6 INTERNAL DISPUTE RESOLUTION PROCEDURE

The Board noted the report and Ms Sam Price highlighted the following:

- The Internal Dispute Resolution Procedure (IDRP) had two stages. Members could appeal against the decision and have the opportunity to go to the Ombudsman.
- There had been 8 new complaints. Two had progressed to stage two and one was ongoing.
- The majority of appeals were based on ill health.
- There had been two cases in 2015/16 that had been referred to the Ombudsman in relation to appeals. Both were declined.
- The team had started to monitor non-formal complaints and the results from this would be included in the next IDRP update to Board.

- The IDRPs report was presented to the Pension Board annually. The Chairman requested that any cases which were referred to the Ombudsman in the intervening period between meetings was to be reported to the following Pension Board meetings.

Action: Ms S Price

RESOLVED

The Board NOTED the IDRPs appeals for the 2016/2017 year.

7 ADMINISTRATION PERFORMANCE STATISTICS

The Board noted the report and Ms Julie Edwards highlighted the following:

- Previous reports to the Pension Fund Board had highlighted the progress in tackling the backlog of tasks with the Pension Benefits Administration Team.
- The Career Average Scheme, auto-enrolment, reduction in the annual allowance, staff turnover and staff absences had been contributing factors to the backlog.
- There had been a dedicated Pensions Service Desk created to deal with telephone calls and chasing employees and members for information. This had enabled Pensions Officers to focus on more complicated cases.
- The Benefit Administration Team had continued to successfully maintain priority areas of work as well as dealing with the backlog.
- The backlog of 1,300 Inter-fund transfers had been cleared but there remained 350 Inter-fund transfers that would require checking by the end of March.
- There remained a high number of daily tasks which averaged at around 500-600, but the team was working within the 10 day turnaround.
- Leaver checks had been reduced to approximately 2,100 and the team was using overtime to continue to reduce this number without impacting on current workloads.
- It has been estimated that workloads would be up to date by the end of September 2017.
- Barnett Waddington LLP undertook a valuation of the Fund as at 31 March 2016. The market value of assets held was £2,203m.

RESOLVED

The Board NOTED the report.

8 CIPFA PENSIONS ADMINISTRATION BENCHMARKING

The Board noted the report and Ms Sam Price highlighted the following:

- The Council had participated in the CIPFA Pensions Benchmarking Club for the last 14 years. Data was submitted annually and the administration of the Fund was measured against other participating authorities.
- Total costs per member of the scheme in Buckinghamshire were £20.31, which was slightly higher than the average.

- The report stated that one third of costs was on staffing; however; another authority may have recorded their resource in a different way.
- The report showed that communications had been expensive; but this included investigations and benefit statements.
- There had been an increase of 22% in starters set up on the system, whilst deferred members increased to 70%.
- There had been a high percentage of new staff in the pensions team, 40% had been in post for less than a year.
- 6% of members retired at normal retirement age, the majority of members leave earlier.
- The 2016/17 report should be available for the Pension Board meeting in October 2017.
- Mr S Mason requested that the pie-chart standard reports needed to have the legend information alongside the percentage information on the charts to that the information was clearer. Ms S Price would feed this request back to CIPFA. Additionally, Mr Mason thought the previous year's comparison figures would add value to the report.

Action: Ms S Price

RESOLVED

The Board NOTED the report.

9 RISK REGISTER

The Board noted the report and Ms Julie Edwards highlighted the following:

- The Risk Register would look different going forwards due to migration to a new system.
- The risk numbered P11 which related to the impact of inflation or deflation had been updated following a review by the Pension Fund Committee in September 2016.
- The risk score for P7 (which related to significant changes in Government regulations) was considered too low and the 'impact' score should be increased to at least a score of two due to the potential impact.

Action: Ms J Edwards

- Risk P2 related to the possibility of a significant downturn in a particular sector or geographical location. Ms Edwards explained that the Investment Strategy was discussed at the Pension Fund Committee on 6 March 2017 and the Investment Strategy Statement would be reviewed at the Pension Fund Committee on 22 March 2017.

RESOLVED

The Board NOTED the report.

10 FORWARD PLAN

The Board noted the report and Mrs Claire Lewis-Smith highlighted the following:

- The July meeting would include a review of Buckinghamshire Pension Board Policies.
- There would also be the Annual Review of Buckinghamshire Pension Board as well as Annual Benefits statements.
- The Chairman asked that the July meeting include an item on the Investment Strategy as it will have been to the Pension Fund Committee in March.

Action: Mrs C Lewis-Smith/Ms J Edwards

RESOLVED

The Board NOTED the report.

11 CONFIDENTIAL MINUTES PENSION FUND BOARD

The confidential minutes of the meeting held 26 October 2016 were agreed as an accurate record.

12 CONFIDENTIAL MINUTES OF PENSION FUND COMMITTEE

The Board Members noted the confidential minutes of the previous Pension Fund Committees (27 September, 9 November and 12 December 2016).

13 BRUNEL PENSION PARTNERSHIP UPDATE

The Board was provided with an update on the Brunel Partnership proposal.

RESOLVED

The Board NOTED the report.

14 DATE OF NEXT MEETING / AOB

The next meeting would be held on 19 July 2017 at 10.00am.

Future meeting date:

18 October 2017

The following items were highlighted under AOB:

- Mr S Mason thanked Ms J Edwards for collating information concerning attendance at the Pension Fund Board meetings. The Terms of Reference for the Board stated that Board members were expected to attend two out of three meetings every year. The information showed that there had been good attendance by Board members. There was a vacancy for an employee representative on the Pension Board and this would be advertised in the March newsletter.
- The LGPC conference would be held between lunchtime on 29 to 30 June 2017 in Bournemouth. The event was not open for bookings yet but once information has been

released Mrs C Lewis-Smith would inform Board members and they would be able to register their interest in attending.

- Members had already been made aware of the Barnett Waddington event 'Pension Board - 2 Years on' event on 28 June 2017 and an autumn seminar on 6 November 2017. Mrs C Lewis-Smith asked that members of the Board wishing to attend let her know.

CHAIRMAN

Minutes

PENSION FUND COMMITTEE

MINUTES OF THE MEETING OF THE PENSION FUND COMMITTEE HELD ON MONDAY 6 MARCH 2017, IN EXHIBITION SUITE, ROOM 2, BUCKINGHAMSHIRE COUNTY COUNCIL, WALTON STREET, AYLESBURY HP20 1UA, COMMENCING AT 2.00 PM AND CONCLUDING AT 4.28 PM.

MEMBERS PRESENT

Mr J Chilver (Chairman), Mr T Butcher, Mr S Lambert, Mr D Martin, Mr J Gladwin, Mr N Miles and Mr A Stansfeld

OTHERS PRESENT

Carolan Dobson, Independent Adviser
Julie Edwards, Pensions and Investments Manager
Mark Preston, Finance Director, Business Services Plus
Nick Sykes, Investment Consultant, Mercer
Kristi Bhanja, Committee Assistant
Joshua Caughey, Mercer Investment Consulting
Wesley McCoy, Standard Life Investments
Fraser Macnair, Standard Life Investments

AGENDA ITEM

1. APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP

Apologies had been received from Mr R Scott (Vice-Chairman).

Mr A Stansfeld stated that Mr Matthew Barber, Deputy Police and Crime Commissioner would be attending future meetings, representing Thames Valley Police.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES

The minutes of the previous meeting of 12 December 2016 were agreed as a correct



record and signed by the Chairman.

4. TREASURY MANAGEMENT SERVICE LEVEL AGREEMENT

Ms J Edwards presented her report and highlighted the following:

- At the Pension Fund Committee meeting on 4 February 2016 the Service Level Agreement (SLA) for 2016/17 was approved. There were no proposed changes to the SLA for 2017/18.
- The Pension Fund earned £30.6k in interest on its working cash balance during 2016, this represented 0.64% on an average balance of £4.8m.

In response to questions, Ms Edwards stated the following:

- Good practice was to have less than £5,000 cash balance in the Pension Fund bank account. If the account became overdrawn, it was liable to charges. However; interest was paid by the bank on the Pension Fund's current account.
- The majority of Fund Managers did not hold a cash balance but one or two of them may use cash tactically.

RESOLVED

The Committee NOTED the report and APPROVED the Pension Fund Treasury Management Service Level Agreement.

5. FORWARD PLAN

The Committee noted the forward plan. Ms J Edwards highlighted the following for the next meeting:

- The Investment Strategy Statement is a new requirement that would need to be agreed by Committee before 1 April 2017 following guidance that was launched in October 2016.
- The Brunel Pension Partnership Update would be verbally reported if there was anything new to be made aware of.

6. EXCLUSION OF THE PRESS AND PUBLIC

That the press and public be excluded for the following item which is exempt by virtue of Paragraph 3 of Part 1 of Schedule 12a of the Local Government Act 1972 because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information).

7. CONFIDENTIAL MINUTES

The confidential minutes of the previous meeting of 12 December 2016 were agreed as

a correct record and signed by the Chairman.

8. FUND MANAGER PERFORMANCE

Ms J Edwards presented the report on fund managers' performance.

RESOLVED

The Committee NOTED the performance of the Pension Fund's fund managers for the fourth quarter of 2016, ending 31 December 2016.

9. INVESTMENT STRATEGY REVIEW

Mr N Sykes and Mr J Caughey presented a report to the Committee on the Investment Strategy Review.

10. FUND MANAGER PRESENTATION

The Committee received a detailed report from Standard Life Investments.

11. BRUNEL PENSION PARTNERSHIP UPDATE

Mr M Preston presented the report on Brunel Pension Partnership Update.

RESOLVED

The Committee NOTED the report.

12. DATE OF NEXT MEETING

The next meeting will be on 22 March 2017 at 10.00am

Future meeting dates:

31 May 2017

27 July 2017

20 September 2017

30 November 2017

CHAIRMAN

Buckinghamshire County Council

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Minutes

PENSION FUND COMMITTEE

MINUTES OF THE MEETING OF THE PENSION FUND COMMITTEE HELD ON WEDNESDAY 22 MARCH 2017, IN LARGE DINING ROOM, JUDGES LODGINGS, AYLESBURY, COMMENCING AT 10.02 AM AND CONCLUDING AT 11.19 AM.

MEMBERS PRESENT

Mr J Chilver (Chairman), Mr R Scott (Vice-Chairman), Mr D Martin, Mr J Gladwin, Mr N Miles and Barber

OTHERS PRESENT

Carolyn Dobson, Independent Adviser
Julie Edwards, Pensions and Investments Manager
Mark Preston, Finance Director, Business Services Plus
Nick Sykes, Investment Consultant, Mercer
Kristi Bhanja, Committee Assistant

AGENDA ITEM

1. APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP

Apologies had been received from Mr T Butcher, Mr S Lambert and Mr S Mason.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MINUTES

The minutes of the meeting held on 6 March 2017 were agreed as an accurate record and signed by the Chairman.

4. PENSION FUND RISK REGISTER

The Committee noted the report presented by Ms Julie Edwards and the following points were highlighted:



- The Risk Register was last reviewed at the Pension Fund Committee in September 2016.
- There had been an additional column added to the Risk Register which indicated whether there had been an increase or decrease in the risk and general direction of travel.
- Risk A1, relating to employers training, currently showed as red. Adequate training should bring the risk down to amber although it was noted that training was ongoing and employer training sessions would continue.
- Risk A9, relating to GMP reconciliation, had decreased slightly due to the mitigating action that had been taken.
- The Risk Register would be in a different format in future as the Council was moving to a different system.
- There were risks on the Register which related to both Brexit and the implementation of pooling by the Brunel Pension Partnership.
- Risk A8, relating to the increase of TUPE transfers / schools opting for academy status had gone from a probability score of 3 to 4. Following the introduction of a dedicated post which dealt specifically with TUPE transfers, the score should be amended to show 4 to 3.

Action: Ms J Edwards

RESOLVED

The Board NOTED the report.

5. INVESTMENT STRATEGY STATEMENT

Mr Nick Sykes from Mercer presented his report and the following was highlighted:

- The deadline for the Investment Strategy Statement would be 31 March 2017.
- The statement would be a living document and once implemented it would be reviewed and changed when necessary.
- The Investment Strategy Statement would supersede the Statement of Investment Principles.
- The investment objective wording currently stated: *'The primary objective of the Fund is to minimise the level of employer contributions in order to meet the cost of pension benefits as required by statute'* this should be amended to state that *'The primary objective of the Fund is to be efficient, reduce costs and minimise contributions for employers, in order to meet the cost of pension benefits are required by statute'*.

Action: Mr N Sykes

RESOLVED

The Committee AGREED the Investment Strategy Statement subject to the amended wording under item 2. Investment Objectives.

6. FORWARD PLAN

Ms J Edwards presented the report and the following points were highlighted:

- Today's meeting was the last before the County Council elections, which would be held on 4 May 2017. The next Pension Fund Committee would be on 31 May 2017 where the Chairman and Vice Chairman would be elected.
- The items for the 31 May meeting included the draft accounts, Brunel Pension Partnership update and fund manager performance. There had also been an additional paper requested on private equity.
- There would be a Pension Fund Committee training session on 25 May 2017 for new County Councillors but all members of the Committee would be invited.
- The agenda on 31 May 2017 was considered to be very full and therefore the Fund Manager Presentation item would be removed.

Action: Ms J Edwards

RESOLVED

The Committee NOTED the report and AGREED to remove the Fund Manager Presentation from the 31 May 2017 agenda.

7. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

That the press and public be excluded for the following item which is exempt by virtue of Paragraph 3 of Part 1 of Schedule 12a of the Local Government Act 1972 because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information).

8. CONFIDENTIAL MINUTES

The confidential minutes of the meeting held on 6 March 2017 were agreed as an accurate record and signed by the Chairman.

9. INTRODUCTION TO CURRENCY HEDGING

The Committee received a detailed report from Mercer in relation to Currency Hedging.

10. DATE OF NEXT MEETING

The Chairman thanked all members of the Committee for their hard work during the year and especially to Mr Richard Scott who would be standing down as a County Councillor at the forthcoming election.

The next meeting was confirmed as 31 May 2017 at 10.00am.

Future meeting dates:

27 July 2017
20 September 2017
30 November 2017

CHAIRMAN

Buckinghamshire County Council

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Minutes

PENSION FUND COMMITTEE

**MINUTES OF THE MEETING OF THE PENSION FUND COMMITTEE HELD ON
WEDNESDAY 31 MAY 2017, IN MEZZANINE ROOM 1, COUNTY HALL, AYLESBURY,
COMMENCING AT 10.04 AM AND CONCLUDING AT 12.07 PM.**

MEMBERS PRESENT

Mr J Chilver, Ms A Macpherson, Mr D Martin, Mr J Gladwin and Barber

OTHERS PRESENT

Ms Carolan Dobson, Independent Adviser
Ms Edwards, Pensions and Investments Manager
Mr Mark Preston, Finance Director, Business Services Plus
Mr Matthew Passey, Mercer Investment Consulting
Mr Nick Sykes, Investment Consultant, Mercer Investment Consulting
Mrs Kristi Bhanja, Committee Assistant
Mr Thomas Slaughter, Executive, Grant Thornton Auditors

AGENDA ITEM

1. ELECTION OF CHAIRMAN

It was proposed and duly seconded that Mr J Chilver be elected Chairman of the Committee for the ensuing year.

2. APPOINTMENT OF VICE CHAIRMAN

It was proposed and duly seconded that Mrs A Macpherson be appointed Vice-Chairman of the Committee for the ensuing year.

3. APOLOGIES FOR ABSENCE / CHANGES IN MEMBERSHIP

Apologies had been received from Mr T Butcher and Mr S Lambert.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.



5. MINUTES

The minutes of the meeting held on 22 March 2016 were agreed as an accurate record and signed by the Chairman.

The three action points from the minutes were confirmed as completed.

6. MINUTES OF THE BUCKINGHAMSHIRE PENSION BOARD

The Committee noted the minutes from the Buckinghamshire Pension Board on the 16 March 2017.

Mr Steve Mason stated that the minutes remained unapproved as they have not been approved by the Pension Fund Board. This would happen at the next meeting of the Pension Fund Board in July 2017.

7. EXTERNAL AUDIT PLAN

The Chairman welcomed Mr T Slaughter from Grant Thornton to the meeting. Mr Slaughter presented the report and highlighted the following:

- The external audit plan had been to the County Council's Regulatory and Audit Committee meeting on 24 May 2017.
- Planning materiality had been determined based upon professional judgement in the context of Grant Thornton's knowledge of the Fund and in line with previous years. For purposes of planning the audit overall materiality was determined to be £22,213k, being 1% of net assets as of 31 March 2016 (£2.2m). Mr Slaughter confirmed that additional risk was not perceived. All misstatements over £1.1m would be reported to the Committee along with the circumstance details
- The report set out the significant risks identified, which was where the bulk of work for Grant Thornton had been identified. This included the revenue cycle, management override of controls and level 3 investment valuations not being correct.
- The significant risk evaluation on level 3 investments had been based on the judgement that private equity investments were hard to value. Problems had not been encountered previously, but had to be flagged as a significant risk.
- Further risks were identified which were not considered to be areas that were highly judgmental, or unusual in relation to the day to day activities of the business.
- The report highlighted the timeline of the audit with the final audit visit on 19 June 2017. Following this there would be a two week timescale to complete work. A report would then be presented to the Pension Fund Committee in July 2017, followed by County Council.

RESOLVED

The Committee NOTED the report.

8. DRAFT STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

Ms Julie Edwards presented the report and highlighted the following:

- The draft accounts had been presented to the Regulatory and Audit Committee for information on 24 May 2017.
- The audit of the Pension Fund Accounts would commence on 19 June 2017.
- The Pension Fund Account and Net Asset Statement showed that the value of the Pension Fund had increased by £474m to £2.696 billion in the year up to 31 March 2017.
- The increase had been the result of contributions, transfers in from pensions and investment returns. Benefits including pensions, lump sum retirement benefits and death benefits of £120m had been paid out in the year up to 31 March 2017.
- Net assets of the fund available to fund benefits at 31 March 2017 were just under £2.7bn.
- The report showed that membership had reduced by 2,000 to 22,754. The documented decline in figures had been due to a backlog with administration and some leavers or deferred pensioners that had not been processed or their status not being amended. The pension administration system was a live database and therefore the figures continue to change after the end of the financial year.
- There remained a backlog of 1,700 leavers and some transfers between funds, which had resulted in a correspondence increase. The transfer of Buckinghamshire Care Ltd had also had an impact on resource.
- It would be possible to gauge if there would be enough resource in the pension team once the workloads establish a steady state pattern.
- The report noted the interest rate sensitivity analysis and stated *'the sensitivity of the Fund's investments to change in interest rates has been analysed by showing the impact of a 1% change in value'*. Ms J Edwards would confirm the context of this wording against CIPFA example accounts.

Action: Ms J Edwards

- There would be an expectation that the value of withholding tax would remain broadly consistent from one year to the next (assuming the investment strategy remains unchanged) but the report showed a significant decrease in value. Ms J Edwards would check this and report back to the next Committee.

Action: Ms J Edwards

RESOLVED

The Committee NOTED the report.

9. PENSIONS ADMINISTRATION STRATEGY

Ms J Edwards presented the report and highlighted the following:

- The strategy would be reviewed every three years.
- There had been an increase in the charge for estimates where a member had asked for two estimates within a year. The charge had increased from £10.00 to £11.50.
- iConnect would continue developing which employers will use for data submission.
- The Administration Strategy and Service Level Agreement documentation had been sent out for consultation.
- There had been a change in one of the Additional Voluntary Contribution providers to Scottish Widows.
- There had not been any levied charges to employers and the focus remained on education. There were three training sessions planned for this year as well as visits.
- The pensions administration was hosted through Heywoods and Mr M Preston would contact the company for confirmation that its security systems have been tested in light of the recent cyber-attacks that resulted in disruption to the NHS.

Action: Mr M Preston

- This year would be the last that members would receive paper annual benefit statements (unless they had opted out) and encouragement had been given to self-service.
- There had been positive feedback to the member self-service system.

RESOLVED

The Committee NOTED the report.

10. FORWARD PLAN

Ms J Edwards presented the forward plan to the Committee and highlighted the following:

- The next meeting would be 27 July 2017 and there was a slot for a Fund Manager presentation, along with a training session. There would also be a further update on the Brunel Pension Partnership.

Following a discussion the Committee requested the following:

- All Pension Fund Committee Members to be emailed the dates of future Pension Fund Board dates, so that they could attend if available.

Action: Mrs K Bhanja

- Mr G Muir from Barnett-Waddingham was to be invited to the meeting on 27 July 2017 to update the Committee in relation to the impact of using different salary increase assumptions for the triennial and IAS19 valuations, and

provide a funding update. Additionally, Mr Muir would be asked to talk about long term cashflows.

Action: Ms J Edwards

RESOLVED

The Committee NOTED the forward plan

11. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

That the press and public be excluded for the following item which is exempt by virtue of Paragraph 3 of Part 1 of Schedule 12a of the Local Government Act 1972 because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information).

12. CONFIDENTIAL MINUTES

The confidential minutes of the meeting held on 22 March 2016 were agreed as an accurate record and signed by the Chairman.

13. CONFIDENTIAL MINUTES OF THE BUCKINGHAMSHIRE PENSION BOARD

The Committee noted the minutes from the Buckinghamshire Pension Board on the 16 March 2017.

14. FUND MANAGER PERFORMANCE

The Committee received a detailed report in relation to the Fund Manager's Performance.

RESOLVED

The Committee NOTED the report.

15. BRUNEL PENSION PARTNERSHIP UPDATE

The Committee received a detailed report from Mr M Preston in relation to the Brunel Pension Partnership.

RESOLVED

The Committee NOTED the report.

16. PRIVATE EQUITY UPDATE

The Committee received a detailed report in relation to Private Equity.

RESOLVED

The Committee NOTED the report.

17. DATE OF NEXT MEETING

The next meeting will be held on 27 July 2017 at 10am.

CHAIRMAN

Buckinghamshire Pension Board

Title:	BCC Pension Fund Employer Newsletter – March 2017 and June 2017
Date:	19 July 2017
Author:	Finance Director, Resources, Finance & Assets
Contact officer:	Cheryl Platts, 01296 383407
Electoral divisions affected:	None

Summary

To present, for discussion, the March and June 2017 issues of the BCC Pension Fund Employer newsletter.

Recommendation

The Pension Board is asked to NOTE the March and June 2017 issues of the BCC Pension Fund Employer newsletter, and comment as appropriate.

Resource implications

1. There are none arising directly from this report.

Legal implications

2. There are none arising directly from this report.

Other implications/issues

3. The BCC Pension Fund issue a quarterly Employer newsletter to all Employing authorities in the Fund.
4. The Employer newsletter is the Fund's main communication with its Employing Authorities and it summarises relevant legislative changes and provides investment, administration and general updates for the quarter.

5. Web links to the March and June 2017 issues are provided below. All back issues since December 2010 are available online from the Newsletter page within the Employer section of the Fund's website. <http://www.buckscc.gov.uk/services/council-and-democracy/local-government-pension-scheme/employers/newsletter/>

Feedback from consultation, Local Area Forums and Local Member views (if relevant)

6. Not applicable

Background Papers

BCC Pension Fund Employer newsletter – March 2017

<http://www.buckscc.gov.uk/media/4508417/58-employers-newsletter-march-2017.pdf>

BCC Pension Fund Employer newsletter – June 2017

<http://www.buckscc.gov.uk/media/4509114/59-employers-newsletter-june-2017.pdf>

Pension Fund Board

Title:	Review of Buckinghamshire Local Pension Board Policies
Date:	Wednesday 19 July 2017
Author:	Finance Director, Finance & Assets Service
Contact officer:	Claire Lewis-Smith, 01296 383424
Local members affected:	None

For press enquiries concerning this report, please contact the media office on 01296 382444

Summary

The Local Government Pension Scheme (Amendment) (Governance) Regulations 2015 introduced the requirement for an administering authority to establish a Local Pension Board. Guidance on the creation and operation of Local Pension Boards was issued by the Scheme Advisory Board (SAB) which administering authorities must have regard to.

The Board's Terms of Reference, Code of Conduct, Conflicts Policy and Knowledge and Understanding Framework were adopted by the Board at its inaugural meeting on 21 July 2015. There is a requirement to review all Board policies periodically and this is undertaken annually. The revised policies can be found in the attached appendices.

Recommendation

The Board is asked to review the Terms of Reference, Code of Conduct, Conflicts Policy and Knowledge and Understanding Framework attached as appendices 1-4 of this report.

Supporting information to include the following if a decision is being requested:

Resource implications

None

Legal implications



It is a requirement of the Local Government Pension Scheme Regulations 2013 and The Pension Regulator's Code of Practice for a Local Pension Board to abide by the Board's Terms of Reference, Code of Conduct, Conflicts Policy and Knowledge and Understanding Framework.

Other implications/issues

None

Feedback from consultation, Local Area Forums and Local Member views (if relevant)

N/A

Background Papers

The Local Government Pension Scheme Regulations 2013

<http://lgpsregs.org/schemeregs/lgpsregs2013/timeline.php>

The Pensions Regulator's Code of Practice

<http://www.thepensionsregulator.gov.uk/codes/code-governance-administration-public-service-pension-schemes.aspx>

The Local Government Pension Scheme Advisory Board Governance Guidance Local Pension Boards

<http://www.lgpsboard.org/index.php/board-publications/board-guidance>

Appendix 1
July 2017

Buckinghamshire Local Pension Board
Terms of Reference

Introduction

1. This document sets out the terms of reference of the Local Pension Board of Buckinghamshire County Council (the 'Administering Authority') a scheme manager as defined under Section 4 of the Public Service Pensions Act 2013. The Buckinghamshire Local Pension Board (hereafter referred to as 'the Board') is established in accordance with Section 5 of that Act and under regulation 106 of the Local Government Pension Scheme Regulations 2013 (as amended).
2. The Board is established by the Administering Authority and operates independently of the Committee. Relevant information about its creation and operation are contained in these Terms of Reference.
3. The Board is not a committee constituted under Section 101 of the Local Government Act 1972 and therefore no general duties, responsibilities or powers assigned to such committees or to any sub-committees or officers under the constitution, standing orders or scheme of delegation of the Administering Authority apply to the Board unless expressly included in this document.
4. Except where approval has been granted under regulation 106(2) of the Regulations, the Board shall be constituted separately from any committee or sub-committee constituted under Section 101 of the Local Government Act 1972 with delegated authority to execute the function of the Administering Authority.

Interpretation

5. The following terms have the meanings as outlined below:

'the Act'	The Public Service Pensions Act 2013.
'the Code'	means the Pension Regulator's Code of Practice No 14 governance and administration of public service pension schemes.
'the Committee'	means the committee who has delegated decision making powers for the Fund in accordance with Section 101 of the Local Government Act 1972.
'the Fund'	means the Fund managed and administered by the Administering Authority.

'the Guidance'	means the guidance on the creation and operation of local pension boards issued by The Local Government Pension Scheme Advisory Board.
'the Regulations'	means the Local Government Pension Scheme Regulations 2013 (as amended from time to time), the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 (as amended from time to time) including any earlier regulations as defined in these regulations to the extent they remain applicable and the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016 (as amended from time to time).
'Relevant legislation'	means relevant overriding legislation as well as the Pension Regulator's Codes of Practice as they apply to the Administering Authority and the Board notwithstanding that the Codes of Practice are not legislation.
'the Scheme'	means the Local Government Pension Scheme in England and Wales.

Statement of purpose

6. The purpose of the Board is to assist the Administering Authority in its role as a scheme manager of the Scheme. This covers all aspects of governance and administration of the LGPS, including funding and investments. Such assistance is to:
 - (a) secure compliance with the Regulations, any other legislation relating to the governance and administration of the Scheme and any connected scheme, and requirements imposed by the Pensions Regulator in relation to the Scheme and any connected scheme, and;
 - (b) to ensure the effective and efficient governance and administration of the Scheme and any connected scheme.
 - (c) helping the Administering Authority, including doing work requested by the administering authority.

Duties of the Board

7. The Board should at all times act in a reasonable manner in the conduct of its purpose. In support of this duty Board members should be subject to and abide by the code of conduct for Board members.

Establishment

8. The Board was established on 12 February 2015 via approval by County Council. Subsequent to its establishment, the Board may establish sub-committees. Terms of reference for any sub-committees will be formulated and agreed by the Board as and when any sub-committee is proposed.

Membership

9. The Board shall consist of 8 voting members, as follows:
 - 4 Member Representatives; and
 - 4 Employer Representatives.
10. There shall be an equal number of Member and Employer Representatives.

Member representatives

11. Member representatives shall either be scheme members or have capacity to represent scheme members of the Fund.
12. Member representatives should be able to demonstrate their capacity to attend and complete the necessary preparation for meetings, participate in training as required and competently represent members, including providing information to members effectively.
13. A total of 4 member representatives shall be appointed following a transparent recruitment process which will be open to all Fund members and be approved by the Administering Authority.

Employer representatives

14. Employer representatives shall be office holders or senior employees of employers of the Fund or have experience of representing scheme employers in a similar capacity. No officer or elected member of the Administering Authority who is responsible for the discharge of any function of the Administering Authority under the Regulations may serve as a member of the Board.
15. Employer representatives should be able to demonstrate their capacity to attend and complete the necessary preparation for meetings, participate in training as required and competently represent employers, including providing information to employers effectively.
16. A total of 4 employer representatives shall be appointed to the Board following a transparent recruitment process which will be open to all employers in the Fund and be approved by the Administering Authority.

Other members

17. No other members shall be appointed to the Board by the agreement of both the Administering Authority and the Board. This will however be kept under review and be revisited should the Board feel it necessary.

Appointment of chair

18. Subject to the meeting arrangements in paragraphs 31 to 33 below a chair shall be appointed for the Board by the employer and member representatives of the Board from amongst their own number.

Duties of chair

19. The chair of the Board:
 - (a) Shall ensure the Board delivers its purpose as set out in these Terms of Reference,
 - (b) Shall ensure that meetings are productive and effective and that opportunity is provided for the views of all members to be expressed and considered, and
 - (c) Shall seek to reach consensus and ensure that decisions are properly put to a vote when it cannot be reached. In the event of voting at a Board meeting being equal, the Chairman will have a casting vote.

Notification of appointments

20. When appointments to the Board have been made the Administering Authority shall publish the name of Board members, the process followed in the appointment together with the way in which the appointments support the effective delivery of the purpose of the Board.

Terms of Office

21. The term of office for Board members is 3 years.
22. Extensions to terms of office may be made by the Administering Authority with the agreement of the Board.
23. A Board member may be appointed for further terms of office using the methods set out in paragraphs 13 and 16.
24. Board membership may be terminated prior to the end of the term of office due to:
 - (a) A member representative appointed on the basis of their membership of the scheme no longer being a scheme member in the Fund.
 - (b) A member representative no longer being a scheme member or a representative of the body on which their appointment relied.

- (c) An employer representative no longer holding the office or employment or being a member of the body on which their appointment relied.
- (d) A Board member no longer being able to demonstrate to Buckinghamshire County Council their capacity to attend and prepare for meetings or to participate in required training. Where this occurs, the Chairman will have lead responsibility for an initial informal discussion with the member about the concerns. The opportunity to address the issue will be given to the Board member, with the proviso that clear evidence that the issue has been resolved is presented to the administering authority, within 3 months of the date of the Chairman's discussion. Where this is not met, the administering authority will give 1 months' notice of termination to the Board member.
- (e) A Board member has a conflict of interest which cannot be managed in accordance with the Board's conflict policy.
- (f) A Board member who is an elected member becomes a member of the Committee.
- (g) A Board member who is an officer of the Administering Authority becomes responsible for the discharge of any function of the Administering Authority under the Regulations.
- (h) A Board member wishes to resign
- (i) Where a vacancy occurs, a new Board member will be appointed for a 3 year term.

Conflicts of interest

- 25. All members of the Board must declare to the Administering Authority on appointment and at any such time as their circumstances change, any potential conflict of interest arising as a result of their position on the Board.
- 26. A conflict of interest is defined as a financial or other interest which is likely to prejudice a person's exercise of functions as a member of the Board. It does not include a financial or other interest arising merely by virtue of that person being a member of the Scheme.
- 27. On appointment to the Board and following any subsequent declaration of potential conflict by a Board member, the Administering Authority shall ensure that any potential conflict is effectively managed in line with both the internal procedures of the Board's conflicts policy and the requirements of the Code.

Knowledge and understanding (including Training)

- 28. Knowledge and understanding must be considered in light of the role of the Board to assist the Administering Authority in line with the requirements outlined in paragraph 6 above. The Board shall establish and maintain a Knowledge and Understanding Policy and Framework to address the knowledge and understanding requirements that apply to Board members under the Act. That policy and framework shall set out the degree of knowledge and understanding required as well as how knowledge and understanding is acquired, reviewed and updated.

29. Board members shall attend and participate in training arranged in order to meet and maintain the requirements set out in the Board's knowledge and understanding policy and framework.
30. Board members shall participate in such personal training needs analysis or other processes that are put in place in order to ensure that they maintain the required level of knowledge and understanding to carry out their role on the Board.

Meetings

31. The Board shall as a minimum meet 3 times each year.
32. Board members are required to attend no less than 2 ordinary Board meetings per year. Board members can attend meetings by conference call.
33. Meetings will normally take place between the hours of 10:00am and 12.00pm at New County Offices. Failure to meet this requirement will be referred to the Chair and dealt with under paragraph 24(d) of these terms of reference.
34. The Chair of the Board, with the consent of the Board membership, may call additional meetings. Urgent business of the Board between meetings may, in exceptional circumstances, be conducted via communications between members of the Board including telephone conferencing and e-mails.

Quorum

35. A meeting is only quorate when at least 50% of both member and employer representatives are present.
36. If any Board meeting is not quorate, the chair must adjourn the meeting and either arrange it for another date and time or consider any unfinished business at the next ordinary meeting.

Board administration

37. The Chair shall agree with the Board Secretary an agenda prior to each Board meeting.
38. The agenda and supporting papers will be issued at least 5 working days in advance of the meeting except in the case of matters of urgency.
39. Draft minutes of each meeting including all actions and agreements will be recorded and published within 5 working days after the meeting. These draft minutes will be subject to formal agreement by the Board at their next meeting. Any decisions made by the Board should be noted in the minutes and in addition where the Board was unable to reach a decision such occasions should also be noted in the minutes.

40. The minutes may, with the agreement of the Board, be edited to exclude items on the grounds that they would either involve the likely disclosure of exempt information as specified in Part 1 of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A (2) of that Act and/or they represent data covered by the Data Protection Act 1998.
41. The Board Secretary shall ensure that Board members meet and maintain the knowledge and understanding as determined in the Board's Knowledge and Understanding Policy and Framework and other guidance or legislation.
42. The Board Secretary shall arrange such advice as is required by the Board subject to such conditions as are listed in these Terms of Reference for the use of the budget set for the Board.
43. The Board Secretary shall ensure an attendance record is maintained along with advising the Administering Authority on allowances and expenses to be paid under these terms.
44. The Board Secretary shall liaise with the Administering Authority on the requirements of the Board, including advanced notice for officers to attend and arranging dates and times of Board meetings.

Public access to Board meetings and information

45. The Board meetings can be open to the general public (unless there is an exemption under relevant legislation which would preclude part (or all) of the meeting from being open to the general public).
46. The following will be entitled to attend Board meetings in an observer capacity:
 - (a) *Members of the Committee,*
 - (b) *Any person requested to attend by the Board.*

Any such attendees will be permitted to speak at the discretion of the Chair.
47. In accordance with the Act the Administering Authority shall publish information about the Board to include:
 - (a) The names of Board members and their contact details.
 - (b) The representation of employers and members on the Board.
 - (c) The role of the Board.
 - (d) These Terms of Reference.
48. The Administering Authority shall also publish other information about the Board including:
 - (a) Agendas and minutes
 - (b) Training and attendance logs

- (c) An annual report on the work of the Board to be included in the Fund's own annual report.
49. All or some of this information may be published using the following means or other means as considered appropriate from time to time:
- (a) On the Fund's website.
 - (b) As part of the Fund's Annual Report.
 - (c) As part of the Governance Compliance Statement.
50. Information may be excluded on the grounds that it would either involve the likely disclosure of exempt information as specified in Part 1 of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act and/or they represent data covered by the Data Protection Act 1998.

Expenses and allowances

51. The Administering Authority will meet the expenses of Board members in line with the Administering Authority's policy on expenses as set out in Part 6 of Constitution.
52. The Administering Authority will pay allowances for Board members as follows:
- a) the Administering Authority will pay allowances to Board members of £750 per annum.*
 - b) the Administering Authority will pay an allowance to the elected Chair of the Board of £3,785 per annum.*
 - c) a) and b) do not apply if the Board member is a councillor member of a local authority or an employee of an organisation participating in the administering authority's pension fund.*

Budget

53. The Board is to be provided with adequate resources to fulfil its role. In doing so the budget for the Board will be met from the Fund and determined by:
- a) The Administering Authority will allocate an annual budget which is managed by and at the discretion of the Board.

Core functions

54. The first core function of the Board is to assist the Administering Authority in securing compliance with the Regulations, any other legislation relating to the governance and administration of the Scheme, and requirements imposed by the Pensions Regulator in relation to the Scheme. Within this extent of this core function the Board may determine the areas it wishes to consider including but not restricted to:

- a) *Review regular compliance monitoring reports which shall include reports to and decisions made under the Regulations by the Committee.*
- b) *Review management, administrative and governance processes and procedures in order to ensure they remain compliant with the Regulations, relevant legislation and in particular the Code.*
- c) *Review the compliance of scheme employers with their duties under the Regulations and relevant legislation.*
- d) *Assist with the development of and continually review such documentation as is required by the Regulations including Governance Compliance Statement, Funding Strategy Statement and Statement of Investment Principles.*
- e) *Assist with the development of and continually review scheme member and employer communications as required by the Regulations and relevant legislation.*
- f) *Monitor complaints and performance on the administration and governance of the scheme.*
- g) *Assist with the application of the Internal Dispute Resolution Process.*
- h) *Review the complete and proper exercise of Pensions Ombudsman cases.*
- i) *Review the implementation of revised policies and procedures following changes to the Scheme.*
- j) *Review the arrangements for the training of Board members and those elected members and officers with delegated responsibilities for the management and administration of the Scheme.*
- k) *Review the complete and proper exercise of employer and administering authority discretions.*
- l) *Review the outcome of internal and external audit reports.*
- m) *Review draft accounts and Fund annual report.*
- n) *Review the compliance of particular cases, projects or process on request of the Committee.*
- o) *Any other area within the statement of purpose (i.e. assisting the Administering Authority) the Board deems appropriate.*

55. The second core function of the Board is to ensure the effective and efficient governance and administration of the Scheme. Within this extent of this core function the Board may determine the areas it wishes to consider including but not restricted to:

- a) *Assist with the development of improved customer services.*
- b) *Monitor performance of administration, governance and investments against key performance targets and indicators.*
- c) *Monitor internal and external audit reports.*
- d) *Review the risk register as it relates to the scheme manager function of the authority.*
- e) *Assist with the development of improved management, administration and governance structures and policies.*
- f) *Review the outcome of actuarial reporting and valuations.*
- g) *Assist in the development and monitoring of process improvements on request of Committee.*

h) Any other area within the statement of purpose (i.e. ensuring effective and efficient governance of the scheme) the Board deems appropriate.

56. In support of its core functions the Board may make a request for information to Pension Fund Committee with regard to any aspect of the Administering Authority's function. Any such request should be reasonably complied with in both scope and timing.
57. In support of its core functions the Board may make recommendations to Pension Fund Committee which should be considered and a response made to the Board on the outcome within a reasonable period of time.

Reporting

58. The Board should in the first instance report its requests, recommendations or concerns to Pension Fund Committee. In support of this any member of the Board may attend a Committee meeting as an observer.
59. Requests and recommendations should be reported under the provisions of paragraphs 55 and 56 above.
60. The Board should report any concerns over a decision made by Pension Fund Committee to the Committee, subject to the agreement of at least 50% of voting Board members, provided that all voting members are present. If not all voting members are present, the agreement should be of all voting members who are present, where the meeting remains quorate.
61. On receipt of a report under paragraph 59 above, Pension Fund Committee should, within a reasonable period, consider and respond to the Board.
62. Where the Board is not satisfied with the response received it may request that a notice of its concern be placed on the website and in the Fund's annual report.
63. Where the Board is satisfied that there has been a breach of regulation which has been reported to Pension Fund Committee under paragraph 59 and has not been rectified within a reasonable period of time it is under an obligation to escalate the breach.
64. The appropriate internal route for escalation is to the Monitoring Officer and Regulatory and Audit Committee.
65. The Board may report concerns to the LGPS Scheme Advisory Board for consideration subsequent to, but not instead of, using the appropriate internal route for escalation.
66. Board members are also subject to the requirements to report breaches of law under the Act and the Code (and the whistleblowing provisions set out in the Administering Authority's whistle blowing policy).

Review of terms of reference

67. These Terms of Reference shall be reviewed on each material change to those parts of the Regulations covering local pension boards and at least annually.

68. These reviewed Terms of Reference were adopted on 19 July 2017.

Buckinghamshire Local Pension Board Code of Conduct

Members of the Board who are also elected members of a local authority are governed by their local authority's code of conduct for councillors. There is also a legal obligation for councillors to disclose certain pecuniary interests. Any members of the Board who are also councillors of a local authority will have to meet both of these requirements as well as the code of conduct of the Board.

Members of the Board who are not councillors should have regard to the 'Seven Principles of Public Life' which are:

- Selflessness
 - Holders of public office should act solely in terms of the public interest.
- Integrity
 - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family or their friends. They must declare and resolve any interests and relationships.
- Objectivity
 - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination and bias.
- Accountability
 - Holders of public office are accountable for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- Openness
 - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- Honesty
 - Holders of public office should be truthful.
- Leadership
 - Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix 3
July 2017**Buckinghamshire Local Pension Board**
Conflicts Policy

1. For the purposes of the Board, a 'conflict of interest' is defined in section 5(5) of the Public Service Pension Act 2013 as 'a financial or other interest which is likely to prejudice the person's exercise of functions as a member of the board (but does not include a financial or other interest arising merely by virtue of membership of the scheme or any other connected scheme).'
2. A conflict may arise when a member of the Board must fulfil their legal duty to assist the administering authority and at the same time they have a separate personal interest (financial or otherwise), or another responsibility in relation to that matter.
3. The administering authority will satisfy itself that Board members do not have an actual conflict of interest prior to appointment and from time to time thereafter. There is a duty on a proposed Board member/appointed Board member to provide the administering authority with such information as the administering authority reasonably requires to satisfy itself that such person has no conflicts of interest.
4. The administering authority as part of the recruitment process will require applicants to disclose any dual interests or responsibilities which could become conflicts of interest before they are appointed. Thereafter they will monitor whether Board members have potential conflicts by an annual report provided by the Board. There is also a requirement on Board members to inform the administering authority of any potential conflicts of interest as and when they arise. There were no conflicts of interest on 21 July 2016.
5. The Board will cultivate a culture of openness and transparency and ensure that its members have a clear understanding of their role and the circumstances in which they may find themselves in a position of conflict of interest.
6. Some examples of potential conflicts would include:
 - A finance officer appointed as a Board member may, from time to time, be required to take or scrutinise a decision which may be, or appear to be, in opposition to another interest or responsibility. For example they may be required as a Board member to take or scrutinise a decision which involves the use of departmental resources to improve scheme administration, whilst at the same time being tasked, by virtue of their employment, with reducing departmental spending.
 - A member representative who works in the administering authority's internal audit department may be required as part of their work to audit the Fund. For example, the employee may become aware of

confidential breaches of law by the Fund which have not yet been brought to the Board's attention.

- An employer representative from the private sector may also have a conflict of interest as a decision-maker in their own workplace. For example, if an employer representative is drawn from a company to which the administering authority has outsourced its pension administration service and the Board are reviewing the standards provided by it.
7. To manage a conflict of interest the Board will seek advice from an officer of the administering authority, the administering authority's monitoring officer or alternatively seek professional legal advice. The Board need to be confident that such advice is independent and any potential or actual conflicts are disclosed by the officer/adviser. Any concerns will be reported to the administering authority. Options for managing an actual conflict of interest include:
- A member withdrawing from the discussion and any decision-making process;
 - The Board establishing a sub-board to review the issue; or
 - A member resigning from the Board if the conflict is so fundamental that it cannot be managed in any other way.
8. Decisions regarding any identified conflicts of interest will be recorded in the Board's register of interests. The Register of interests will be circulated to the Board for ongoing review and published on the Fund's website. The Board will keep the conflicts policy under regular review.

Buckinghamshire Local Pension Board Knowledge and Understanding Framework

Legal requirements

1. In accordance with Section 248a of the Pensions Act 2004, every member of the Buckinghamshire County Council Local Pension Board must be conversant with:
 - the rules of the scheme (the Local Government Pension Scheme Regulations), and
 - any document recording policy about the administration of the scheme which is for the time being adopted in relation to the scheme.
- 1.1 Pension Board members must also have knowledge and understanding of:
 - the law relating to pensions, and
 - such other matters as may be prescribed.
- 1.2 The degree of knowledge and understanding required by subsection (3) is that appropriate for the purposes of enabling the individual properly to exercise the functions of a member of the pension board.
- 1.3 Schemes should establish and maintain policies and arrangements for acquiring and retaining knowledge and understanding to support their pension board members. However, it is the responsibility of individual pension board members to ensure that they have the appropriate degree of knowledge and understanding to enable them to properly exercise their functions as a member of the pension board.

Areas of knowledge and understanding required

2. Pension board members must be conversant with their scheme rules, which are primarily found in the scheme regulations, and documented administration policies currently in force for their pension scheme. Being 'conversant' means having a working knowledge of the scheme regulations and policies, so that pension board members can use them effectively when carrying out their duties.
- 2.1 Pension board members must be conversant with specific documents recording policy about administration such as:
 - conflicts of interest and the register of interests
 - record-keeping
 - internal dispute resolution
 - reporting breaches
 - maintaining contributions to the scheme
 - the appointment of pension board members
 - risk assessments/management and risk register policies for the scheme

- scheme booklets, announcements and other key member and employer communications
- the roles, responsibilities and duties of the scheme manager, pension board and individual pension board members
- terms of reference, structure and operational policies of the pension board and / or any sub-committee
- statements of policy about the exercise of discretionary functions
- statements of policy about communications with members and scheme employers
- the pension administration strategy
- any admission body policies
- the contribution rate or amount (or the range/variability where there is no one single rate or amount) payable by employers participating in the scheme
- statements of assurance (for example, assurance reports from administrators)
- third party contracts and service level agreements
- stewardship reports from outsourced service providers (for example, those performing outsourced activities such as scheme administration), including about compliance issues
- statement of investment principles
- funding strategy statement
- scheme annual reports and accounts
- accounting requirements relevant to the scheme
- audit reports, including from outsourced service providers, and
- other scheme-specific governance documents

2.2 They must also have knowledge and understanding of the law relating to pensions (and any other matters prescribed in legislation) to the degree appropriate for them to be able to carry out their role, responsibilities and duties.

2.3 Pension board members should also be familiar with the AVC options offered and the requirements for the payment of member contributions to the providers, the principles relating to the operation of those arrangements, the choice of investments to be offered to members, the provider's investment and fund performance report and the payment schedule for such arrangements.

Induction Training

3 Pension board members are expected to complete induction training within 6 months of their appointment. This consists of an online training resource provided by The Pensions Regulator and ongoing training sessions provided by Buckinghamshire County Council as the Administering Authority of the Buckinghamshire Pension Fund (BCC) which all members are required to attend.

The Pensions Regulator Public Sector

- 4 The Pensions Regulator has developed a specific Public Sector online training Toolkit <http://www.thepensionsregulator.gov.uk/public-service-schemes.aspx> to help Board members meet the minimum level of knowledge and understanding introduced in the Pensions Act 2004. The toolkit contains seven modules in the following areas:
- Conflicts of interest
 - Managing risk and internal controls
 - Maintaining accurate member data
 - Maintaining member contributions
 - Providing information to members and others
 - Resolving internal disputes
 - Reporting breaches of the law
- 4.1 Prior to their first Board meeting, members are expected to complete The Pensions Regulator Public Service Toolkit.
- 4.2 An initial training day will also be held prior to the first meeting. This initial training will be provided by the Local Government Association and Investec and will cover:
- Legal and Governance
 - Investment Framework
 - Benefits Framework
 - Investment Basics
- 4.3 In addition to The Public Service Toolkit The Pensions Regulator has a Trustee Toolkit in relation to Defined Benefit Schemes <https://trusteetoolkit.thepensionsregulator.gov.uk/> It is not a requirement for Public Service Board members to also complete the modules within the Trustee Toolkit, but if a Board member wishes to do so they can email The Pensions Regulator at customersupport@tpr.gov.uk and they will arrange to have these learning modules added to their profile.
- 4.4 Pension board members must have a working knowledge of their scheme regulations and documented administration policies. They should understand their scheme regulations and policies in enough detail to know where they are relevant to an issue and where a particular provision or policy may apply.
- 4.5 Pension board members must have knowledge and understanding of the law relating to pensions (and any other prescribed matters) sufficient for them to exercise the functions of their role. Pension board members should be aware of the range and extent of the law relating to pensions which applies to their scheme, and have sufficient understanding of the content and effect of that law to recognise when and how it impacts on their responsibilities and duties.

- 4.6 It is anticipated that board members will develop a full understanding of all the relevant issues over a period of time. It is not expected that all board members will have the same level of knowledge on all relevant areas, but the Board as a whole must ensure that it has a wide breadth of skills and expert knowledge to ensure that all relevant issues are scrutinised when making recommendations.

Acquiring, reviewing and updating knowledge and understanding

- 5 Pension board members should invest sufficient time in their learning and development alongside their other responsibilities and duties. BCC will provide pension board members with the relevant training and support that they require.
- 5.1 Board members should undertake a personal training needs analysis and regularly review their skills, competencies and knowledge to identify gaps or weaknesses. Any gaps in knowledge should be reported to BCC so that future training can be tailored to bridge these gaps. BCC will then assist pension board members to determine the degree of knowledge and understanding that is sufficient for them to effectively carry out their role, responsibilities and duties as a pension board member.
- 5.2 It is suggested that there are three main ways in which levels of knowledge and skills can be increased:
- Use of web based packages and training provided by CIPFA;
 - LGA, Fund Manager or Actuary led training sessions or specific training as part of the Board meeting agenda;
 - Courses and seminars organised by Fund Managers, Actuaries and the LGA, details of which can be circulated to Board members

Demonstrating knowledge and understanding

- 6 BCC will keep appropriate records of the learning activities of individual pension board members and the board as a whole. This will help pension board members to demonstrate steps they have taken to comply with legal requirements and how they have mitigated risks associated with knowledge gaps

Pension Fund Board

Title: Annual Review of Buckinghamshire Pension Board

Date: Wednesday 19 July 2017

Author: Finance Director, Finance & Assets Service

Contact officer: Claire Lewis-Smith, 01296 383424

Local members affected:

For press enquiries concerning this report, please contact the media office on 01296 382444

Summary

This report is provided to review the work of the Buckinghamshire County Council Pension Fund Local Pension Board for the year 2016/17. The report provides feedback to the Board on the work undertaken during the year and meets the legislative requirement for producing the Board's Annual Report.

Recommendation

The Board is asked to NOTE the report.

Supporting information to include the following if a decision is being requested:

Resource implications

Regulation 106(9) of The Local Government Pension Scheme Regulations provides for the expenses of a Local Pension Board to be regarded as part of the administration costs of the Fund. The costs incurred in the operation of the Local Pension Board are minimal.

Legal implications

None

Other implications/issues



The Board has had a vacancy for an employer representative during the year. Accounting for this vacancy, the Board's attendance rate is 71%, details of which are as follows:

Board Member	21/07/2016	26/10/2016	16/03/2017
Bev Black	✓	✓	x
Reece Bowman	✓	x	x
Peter Dearden	✓	✓	✓
Roona Ellis	✓	✓	✓
Steve Mason	✓	✓	✓
Joe McGovern	x	x	✓
Ian Thompson	x	✓	✓
<i>Vacancy</i>			

The Chairman and Vice-Chairman attended the LGPS Trustee Training and a one day LGE training course and found these both beneficial, in particular highlighting the Trustees Training as being beneficial to all Board Members. A training needs analysis was undertaken in October 2016 and it was agreed that the Employer Training event should be held on a regular basis.

The Board reviewed all employers newsletter issued and all Pension Fund Committee minutes.

Items for discussion at the Board during the year included:

- The review of Board Policies
- Administration year-end update
- Administration Performance Statistics
- Pension Fund Annual Report
- Communications Policy
- Pension Administration Policy & Service Level Agreement
- Internal Disputes Resolution Procedure
- CIPFA Benchmarking
- Risk Register
- Brunel Partnership

The Public Services Pensions Act requires the Fund to have a Local Pension Board and for it to produce an annual report, details of the draft are attached as Appendix 1

Feedback from consultation, Local Area Forums and Local Member views (if relevant)

N/A

Background Papers

Public Service Pensions Act 2013
<http://www.legislation.gov.uk/ukpga/2013/25/contents>

Appendix 1 – Draft Buckinghamshire Local Pension Board Annual Report

Annual Review of the Buckinghamshire Pension Board

The Public Service Pensions Act 2013 introduced the requirement to have a Local Pensions Board to assist in the good governance of the scheme. The Buckinghamshire Pension Board meets three times per annum and consists of 4 Employer and 4 Member representatives. Attendance at the meetings has been good, with an overall attendance rate of 71%.

All members of the Board have voting rights.

On 31 March 2017, the Board members were:

Scheme member representatives

- Reece Bowman
- Peter Dearden
- Steve Mason (Chairman)
- Joe McGovern

Scheme employer representatives

- Bev Black
- Roona Ellis (Vice Chairman)
- Ian Thompson
- *Vacant post*

Members of the Board are required to disclose any declarations of interest at the beginning of each Buckinghamshire Pension Board meeting. All members of the Board are encouraged to undertake some hours of self-study by completing the Pension Regulator's Public Services toolkit for online learning which includes modules on conflicts of interest, managing risk and internal controls, maintaining accurate member data, maintaining member contributions, providing information to members and others, resolving internal disputes and reporting breaches of the law.

A training needs analysis was undertaken in autumn 2016 to identify further training needs. Whilst there were no key themes identified for further training, the Chairman and Vice Chairman both attended the "LGPS Fundamentals" training course, which is periodically run by the Local Government Pension Committee over three days. This is a comprehensive course based on the knowledge and understanding needs set out by the Scheme Advisory Board and attendance will enable Board members to consolidate their familiarity with the topics. It was therefore recommended that all Board members attend this training event.

During 2016/17 the Board reviewed the Fund's

- quarterly Employer newsletters,
- year-end administration updates,
- 2015/16 Annual Report and Accounts,
- updated Pensions Administration Strategy,
- 2017/18 Communications plan,
- complaints under the Internal Disputes Resolution Procedure (IDRP), and
- risk register.

Furthermore, at each of its meetings, the Board scrutinised the Pension Fund Committee agenda and minutes and received updates regarding the progress in

implementing the Brunel Pension Partnership as part of the Government LGPS Investments reform agenda.

The Board's Chairman, Steve Mason, presented an update on the work of the Board at the Fund's general meeting which took place in December 2016.

The Buckinghamshire Pension Board continues to work closely with Members of the Pension Fund Committee and senior officers to help ensure the smooth operation of the administration of the LGPS in Buckinghamshire.

Pension Fund Board

Title: Annual Benefits Statements - Administration Year End Update
Date: Wednesday 19 July 2017
Author: Finance Director, Finance & Assets Service
Contact officer: Claire Lewis-Smith, 01296 383424

Local members affected:

For press enquiries concerning this report, please contact the media office on 01296 382444

Summary

Regulation 89 of The Local Government Pension Scheme Regulations 2013 require an administering authority to issue an annual benefit statement no later than 5 months after the end of the Scheme year to which it relates (31 August). An annual benefit statement must be issued to each active, deferred, deferred pensioner and pension credit member. The purpose of this report is to inform the Board of the current progress regarding the issue of the 2017 annual benefit statements.

Recommendation

The Board is asked to NOTE the content of this report.

Supporting information to include the following if a decision is being requested:

Resource implications

Additional temporary resources have been recruited to support the issue of annual benefit statements. To date this has cost £14,425.

Legal implications

None

Other implications/issues



The year-end process was revised in 2016, summarised below:

- Once we receive the Employer's correctly completed Annual Return for 2015/16, we will complete our financial reconciliation
- We will upload the data provided by the Employer and run checks. These checks will return queries on some members' records;
 1. Pay data as provided by the Employer is posted to members' records by our Systems Team with smaller employers updated manually by the Employer Liaison Team (ELT)
 2. Employer Liaison Officers (ELOs) use comparison spreadsheets to identify records with queries.
 3. An indicator is added to member records which show a query. The indicator prevents an inaccurate annual benefit statement (ABS) from being produced for that member.
 4. ABSs issued for members' records without any queries by 31 August 2016
 5. Once the first run of ABSs have been sent, ELOs will produce query spreadsheets and send these to the Employer for resolution
 6. We will periodically print further ABSs, by Employer, as their outstanding queries are cleared

Step 5 has been changed this year. Initially it was envisaged that the additional resource recruited would deal with the basic process of identifying queries and adding the indicator to prevent an incorrect ABS being issued, with ELOs sending queries once this had been done. However, their training has progressed quickly and we have been able to send queries to employers from May onwards. This has resulted in queries being resolved earlier and there are 119 employers ready to print with no outstanding queries on their members' records.

By the annual return deadline of 30 April, 177 employers had submitted returns. Of these, 36 had to be returned to employers for revision, 19 of these being returned accurately by the deadline date. Of the 41 returns received after the deadline, 4 had to be returned for revision. In total, 218 returns have been received with no further returns outstanding.

There are 69 employers who have received queries who are yet to either respond or provide sufficient details to resolve the query.

There are 30 employers in the process of having their year-end processed/queries collated by the ELT.

Feedback from consultation, Local Area Forums and Local Member views (if relevant)

N/A

Background Papers

The Local Government Pension Scheme Regulations 2013
<http://www.lgpsregs.org/schemeregs/lgpsregs2013/timeline.php>

Pension Fund Board

Title: Pensions 'Online' Update
Date: Wednesday 19 July 2017
Author: Steve Lugg
Contact officer: Steve Lugg 07856 074141

Local members affected:

For press enquiries concerning this report, please contact the media office on 01296 382444

Summary

The “my pension online” service for LGPS members was launched in 2016 and is now standard practice for member users. i-Connect is a web-based application / data exchange hub through which employers submit data relating to their workforce to the Buckinghamshire Pension Fund. The aim is the realisation of anticipated operational efficiencies and administrative cost savings.

Recommendation

The Board is asked to note the Report.

Supporting information to include the following if a decision is being requested:

The “my pension online” service for LGPS members was launched in 2016 and is now standard practice for member users. 7,644 active scheme members have registered to date, which equates to 33.88%, 2,259 deferred members (8.50%) and 2,089 pensioner members (11.69%). A new more user-friendly version is scheduled to be implemented in Q4 2017. When the transition has been completed and once agreed by the Project Board, the project will be signed off as successfully implemented.

i-Connect is a web-based application / data exchange hub through which employers submit data relating to their workforce to the Buckinghamshire Pension Fund. The aim is the realisation of anticipated operational efficiencies and administrative cost savings.

i-Connect is marketed to the 80 LGPS funds who use Altair as their pension administration platform by third party provider Aquila Heywood via their subsidiary i-Connect Services Limited. The Buckinghamshire Pension Fund is one of approximately 17 Funds around the UK currently using or testing the system.

LGPS employers are currently required to submit spreadsheets or undertake an action with regards to the following employee information items:

- New entrants
- Changes
- Reduction in Pay
- Monthly Contributions
- Year-end Return
- Additional Contributions
- Opt-outs
- Unpaid Leave
- Estimates
- Leavers
- Retirement
- Death in Service

i-Connect minimises manual intervention as it combines the capabilities of a number of commonly used interfaces and enables the automatic transfer of data. Some manual intervention may still be necessary after payroll data upload following the detection of errors in the data by i-Connect.

Employers will in future be required to submit the above listed information items online. There is an online return option for employers with fewer than 100 active LGPS members, so employers will transmit the data either by uploading a payroll extract file (larger employers) into i-Connect or by keying the information into Altair via i-Connect (smaller employers), both on a monthly basis.

i-Connect will allow employers to amend the following details associated with scheme members: Names, Title, Marital Status, Date of Marriage, Spouse, Date of Birth, Address and Contact Details. 6 sub stages have been planned for the implementation:

- i. Configuration, Build and System Testing
- ii. User Acceptance Testing
- iii. Training, Enrolment and ongoing Support
- iv. Communication
- v. Live Implementation and
- vi. Post-launch review and follow-up

Progress to date

i-Connect Test and Live systems have been set up and configured and the Test system is currently being tested by 6 pilot employer users of varying size.

Testing has gone well, with a number of issues having been identified and rectified. One small employer with c.80 active members has recently submitted the first monthly update into the i-Connect Live system, resulting in Altair administration records being updated correctly.

The final administratively onerous year-end process has also been completed and this employer will henceforward use i-Connect for all future monthly submissions, although the existing hard copy requirement for some items such as signed leaver forms is being maintained for the time being.

A number of other employers including Thames Valley Police and Milton Keynes Council are currently testing the system and Buckinghamshire County Council is testing i-Connect individually for the 20 academies for whom they provide payroll services.

Resource implications

The aim is the realisation of anticipated operational efficiencies and administrative cost savings.

Legal implications

N/A

Other implications/issues

N/A

Feedback from consultation, Local Area Forums and Local Member views (if relevant)

N/A

Background Papers

None

Pension Fund Board

Title:	Administration Performance Statistics
Date:	Wednesday 19 July 2017
Author:	Finance Director, Business Services Plus
Contact officer:	Chris Thompson, 01296 382833
Local members affected:	n/a

For press enquiries concerning this report, please contact the media office on 01296 382444

Summary

The Pensions & Investments Team have a customer charter <http://www.buckscc.gov.uk/about-your-council/local-government-pension-fund/customer-charter/> outlining their commitment to turning work around within certain timescales. All post and requests for information are logged daily and reported on monthly to monitor the percentage of work that is not completed within the prescribed time limits.

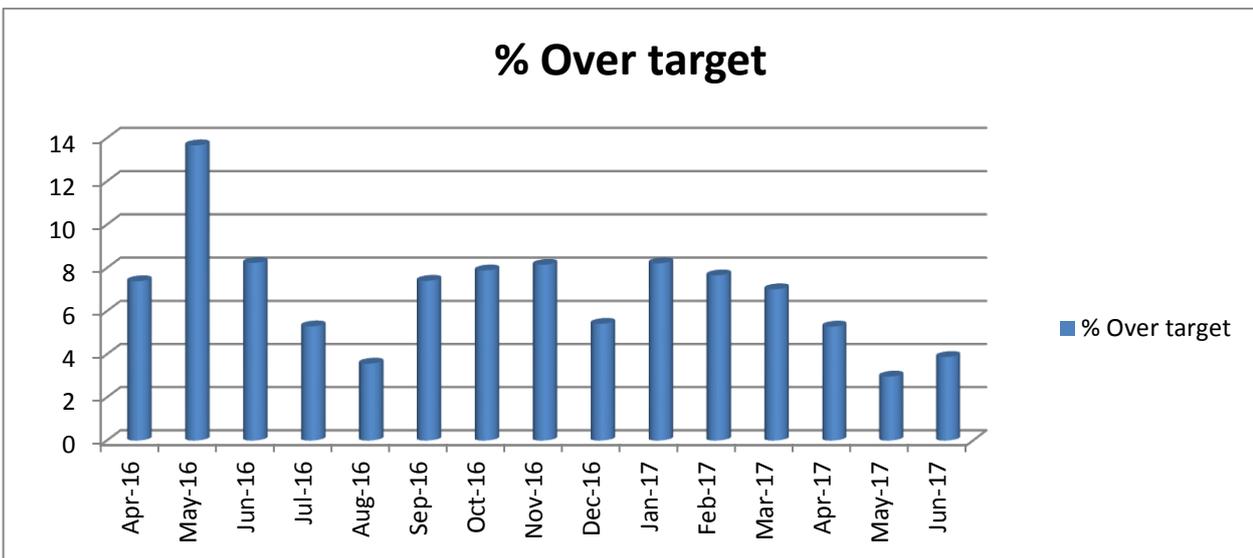
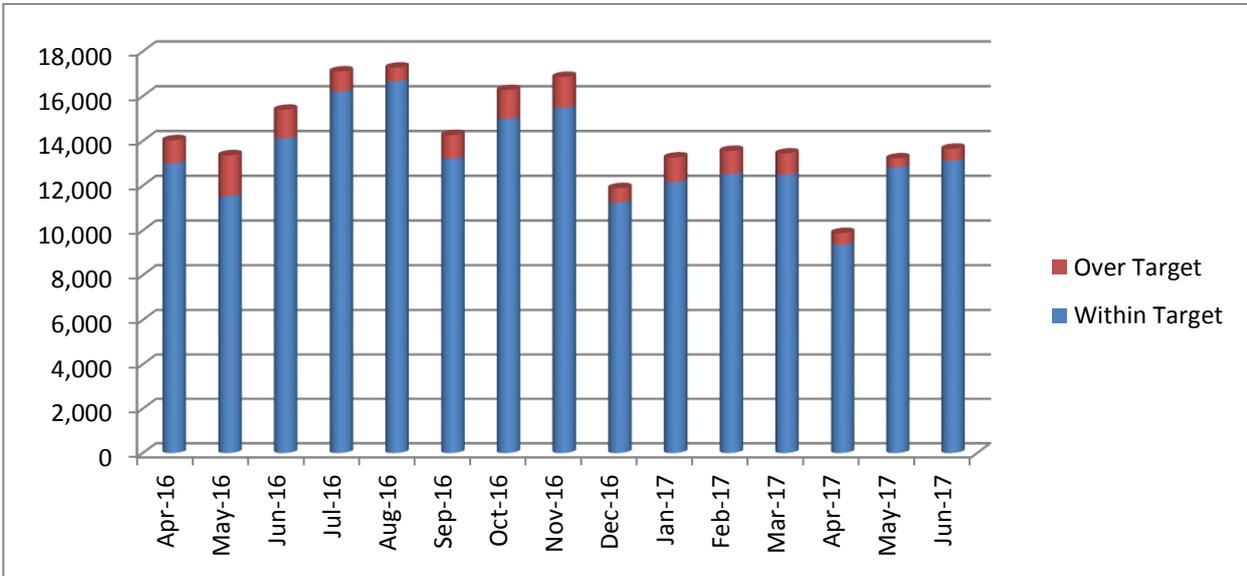
Details of the work performance statistics for the 15 months to June 2017 are presented overleaf. The Buckinghamshire Pension Board is required to monitor the performance of the Pensions Administration Team.

Recommendation

The Board is asked to NOTE the performance statistics of the team.

Workload statistics for the 15 months to June 2017

Month	Within Target	Over Target	Total	% Over target
Apr-16	12,989	1,037	14,026	7.39
May-16	11,528	1,826	13,354	13.67
Jun-16	14,117	1,268	15,385	8.24
Jul-16	16,196	906	17,102	5.30
Aug-16	16,656	616	17,272	3.57
Sep-16	13,203	1,056	14,259	7.41
Oct-16	14,985	1,284	16,269	7.89
Nov-16	15,481	1,374	16,855	8.15
Dec-16	11,243	644	11,887	5.42
Jan-17	12,164	1,089	13,253	8.22
Feb-17	12,512	1,038	13,550	7.66
Mar-17	12,488	943	13,431	7.02
Apr-17	9,359	523	9,882	5.29
May-17	12,821	393	13,214	2.97
Jun-17	13,116	530	13,646	3.88



1. The Benefit Administration Team (BAT) have continued to work hard to keep daily tasks up to date in priority areas as well as working through backlogs of work. At the Pension Board in March 2017, I reported that the backlog of over 1,000 interfund transfer tasks was cleared however this caused a backlog of checking. This checking backlog has now also been cleared however, the knock on effect of clearing all of these tasks is that we are now receiving a high volume of responses from members to proceed with the transfers so task levels remain high. In addition to this, the number of leaver notifications received as a result of year end has seen a rise in the level of leaver tasks.

The only current area of backlog is with regards to leaver checking. This has decreased from approximately 2,100 tasks to 1,600 tasks between March 2017 & the end of June 2017. It was the intention that this backlog would be cleared by the end of September 2017 however, due to the additional work caused by clearing the interfund transfer backlog & the year end leaver notifications we have not have the resource to allocate to the leaver checks as hoped. We will continue to work in this group where possible as well as using overtime hours.

The Benefit Administration Team have also not been at full capacity over the past few months in terms of staffing. Following successful recruitment, the team will be back to full capacity by mid-August which will help us clear any outstanding backlogs.

2. Number and trend of top 10 case types:

Please find below details of the top ten cases dealt with by the Administration team in 2016-17:

Case Type	Timeframe	Procedures Completed 2016/17	% Completed within target timeframe
1. New Starters set up	Within 20 working days	5696	98.19
2. Reply to general pension enquiry	Within 10 working days	5692	83.65
3. Preserved Benefit calculation	Within 20 working days	5519	18.86
4. Change of Address (pensioner and non-pensioner)	Within 10 working days	2114	99.48
5. Payroll record created	Within 1 working day	1495	97.39
6. Actual Retirements Processed	Within 10 working days	1455	21.24
7. Quotations of individual member benefits (both employee and employer requested)	Within 10 working days	1369	75.97
8. Refund of Pension Contributions	Within 10 working days	1087	92.55
9. Transfers (both LG and non LG)	Within 20 working days	1006	47.22
10. Process request to opt out of the LGPS	Within 10 working days	933	60.99

3. Five Year analysis of pension overpayments, recoveries and any amounts written off:

Please find below details of pensions overpayments, recoveries and any amounts written off:

Year	Cheque Payments received in respect of overpayments made	Total money recovered from monthly pension payments	Total Overpayments recovered	Total Overpayments written off	Total Overpayments
2012/13	£13,631.71	£11,811.86	£25,443.57	£1,698.98	£27,142.55
2013/14	£13,745.13	£7,437.83	£21,182.96	£303.92	£21,486.88
2014/15	£28,159.49	£7,572.34	£35,731.83	£25,525.50	£61,257.33
2015/16	£75,381.83	£10,163.30	£85,545.13	£3,940.65	£89,485.78
2016/17	£59,347.82	£13,718.99	£73,066.81	£9,398.16	£82,464.97

The above information is required for the Pension Fund Annual Report.

4. Please find below statistics for the end of June, regarding the roll out of Member Self Service (MSS):

Date of Report	27th June 2017
Status of Registration	Active Members
Not Registered	14505
Activation Key Sent (In process)	381
Registered	7644
Other Status	36
Total Active Membership	22566
To Date Totals	
Percentage of Active Members signed up	33.87%
Percentage of ALL STATUS MEMBERS signed up	17.90%
Percentage in Active Members in process	1.69%
Member Opt Out Percentage (All member statuses)	2.52%
Total Opt Outs Received	1688
Employer	Percentage Members Signed Up
Ringway Jacobs BCC	82.50%
Wycombe DC	67.68%
Thames Valley Police	66.00%
Chiltern DC	60.71%
Bucks New Uni	58.44%
South Bucks DC	58.20%
Aylesbury Vale District Council	39.66%
Milton Keynes Council	26.31%
Buckinghamshire County Council	23.45%
Other Statuses	
Deferred Members Signed up	2259
Pension Members Signed up	2089
Percentage of Deferred Members signed up	8.50%

Members of the systems team are currently working with Aylesbury Vale District Council to promote the MSS Facility.

Resource implications

The Pensions Administration teams are funded by the Pension Fund

Legal implications

It is a statutory obligation for the County Council to provide a Pensions Service on behalf of Scheme Employers.

Other implications/issues

None

Feedback from consultation, Local Area Forums and Local Member views (if relevant)

Not applicable

Background Papers

None

Pension Fund Board Forward Plan

Updated	30-Jun-17
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19 July 2017	Agenda Item	Aylesbury, County Hall Author	Cyclical Item?
	Apologies / Declarations of interest / Minutes	Chairman	Every meeting
	Minutes of Pension Fund Committee	Pension Fund Committee Chairman	Every meeting
	BCC Pension Fund Employer Newsletters - March 2017 and June 2017	Cheryl Platts	Every meeting
	Review of Buckinghamshire Pension Board Policies	Claire Lewis-Smith	Annually
	Annual Review of Buckinghamshire Pension Board	Claire Lewis-Smith	Annually
	Annual Benefits Statements - Administration Year End Update	Claire Lewis-Smith	Ad hoc
	Pensions 'Online' Update	Steve Lugg	Ad hoc
	Administration performance statistics	Chris Thompson	Every meeting
	Forward Plan	Claire Lewis-Smith	Every meeting
	Exclusion of Press and Public		
	Minutes of Pension Fund Committee	Pension Fund Committee Chairman	Every meeting
	Brunel Pension Partnership Update	Julie Edwards	Every meeting
	Investment Strategy Statement	Mercer	No
	Date of next meeting / AOB	--	

18 October 2017	Agenda Item	Aylesbury, County Hall Author	Cyclical Item?
	Apologies / Declarations of interest / Minutes	Chairman	Every meeting
	Minutes of Pension Fund Committee	Pension Fund Committee Chairman	Every meeting
	BCC Pension Fund Employer Newsletter - September 2017	Cheryl Platts	Every meeting
	Pension Fund Annual Report 2016/17	Cheryl Platts	Annually
	Annual Benefit Statements - Administration Year End Update	Claire Lewis-Smith	Ad hoc
	Administration performance statistics	Chris Thompson	Every meeting
	Training Needs Analysis	Claire Lewis-Smith	Annually
	Forward Plan	Claire Lewis-Smith	Every meeting
	Exclusion of Press and Public		
	Minutes of Pension Fund Committee	Pension Fund Committee Chairman	Every meeting
	Brunel Pension Partnership Update	Julie Edwards	Every meeting
	Date of next meeting / AOB	--	

March 2018	Agenda Item	Aylesbury, County Hall Author	Cyclical Item?
	Apologies / Declarations of interest / Minutes	Chairman	Every meeting
	Minutes of Pension Fund Committee	Pension Fund Committee Chairman	Every meeting
	BCC Pension Fund Employer Newsletter - December 2017	Cheryl Platts	Every meeting

Pension Fund Board Forward Plan

Updated

30-Jun-17

Pensions Administration Strategy	Claire Lewis-Smith	Triennially
Scheme member and employer communications	Cheryl Platts	Annually
Administration performance statistics	Chris Thompson	Every meeting
CIPFA Pensions Administration Benchmarking	Sam Price	Annually
Risk Register	Julie Edwards	Annually
Forward Plan	Claire Lewis-Smith	Every meeting
Exclusion of Press and Public		
Minutes of Pension Fund Committee	Pension Fund Committee Chairman	Every meeting
Brunel Pension Partnership Update	Julie Edwards	Every meeting
Date of next meeting / AOB	--	

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